



# USAID | AFGHANISTAN

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**Solicitation open to:** All Interested Afghan Nationals

**Position Title:** Project Management Specialist (Democracy & Governance)

**Type of vacancy:** Multiple Positions

**Opening date:** January 06, 2014

**Closing date:** January 20, 2014

**Vacancy announcement #:** USAID/306/14/34/ODG

**Work Hours:** 40 hours (Full time)

**Position Grade:** FSN-11

USAID/Afghanistan is seeking individuals for multiple positions as Project Management Specialist (Democracy & Governance) in the Office of Democracy & Governance (ODG) Office.

## **BASIC FUNCTION OF THE POSITION:**

This Foreign Service National (FSN) position is located in the Office of Democracy and Governance (ODG), one of the technical offices in the USAID/Afghanistan Mission. Under the general supervision of the Democracy and Governance Office Director / Deputy Directors and Technical Team Lead the employee serves as a Program Manager and the Mission's professional specialist with particular emphasis on strengthening democratic institutions and good governance practices in Afghanistan. Work involves the full range of consultative, advisory, monitoring, management, data collection, analysis and evaluative services in his/her specific area of expertise. The incumbent is responsible for designing, managing and evaluating USAID assistance initiatives that promote democracy and governance and respond effectively to areas of greatest need and development potential in Afghanistan. As such, the employee must be knowledgeable about and committed to the principles of good governance in a nascent democracy, placing emphasis on rule of law, sub-national governance, civic participation, human rights and gender integration matters.

A. Serve as Program Manager in the form of Contracting/Agreement Officer Representative (C/AOR) for Democracy and Governance awards in the areas of rule of law, civil society, and good governance in excess of \$70 million. The incumbent will be responsible for project design, management and implementation. As C/AOR the incumbent will monitor the award recipient's progress in achieving the objectives of the Program Description and verify that the recipient's activities conform to the terms and conditions of the award.

The incumbent will also prepare scopes of work and illustrative budgets for new and follow-on activities, evaluations, and other related efforts. Review, and approve proposals and work plans as required. Monitor performance through site visits, written reports, and regular communication with implementers and recipients. Identify delays and problems with projects and formulate pragmatic solutions. Record findings and follow-up actions in monitoring reports and files. Research and provide implementers with information or, if needed, appropriate guidance on USAID regulations and instructions on how to comply with them. Monitor project financial reports, vouchers, accruals and disbursements. Prepare authorizations for signature of responsible superiors. Respond to requests for information from authorized auditors and/or investigators. Consistent with the overall Mission strategy and work plans, the incumbent independently cultivates/maintains contacts and dialogue with local partners, senior Afghan government officials as well as Non-Governmental Organizations (NGOs) and Private Voluntary Organizations (PVOs) in the country.

B. In execution of Program Management responsibilities the incumbent will analyze and report on those aspects of assistance activities in Afghanistan relating to democracy and good governance. Using published and unpublished sources, and where necessary, conducting research of a qualitative and/or quantitative nature, assesses the impact of new developments and interventions regarding democracy assistance in assigned areas. On the basis of contacts and research findings, the incumbent recommends approval, modification, or rejection of project objectives, approaches, timing, scope, as appropriate. Supervises the analysis of policy documents of the government and non-governmental organizations of Afghanistan and other donors operating in the country to identify opportunities for future USAID interventions in support of democracy development to minimize duplication of efforts. The incumbent prepares technical analyses to evaluate trends in the development of a democratic culture in Afghanistan. Supervises the drafting of annual and semi-annual performance reviews, notifications to Congress, and other required reports as necessary. Briefs officials from the United States and Afghanistan along with contractor representatives on the state of democracy development, needed reforms, desired counterpart actions, constraints to development and other related issues. Participates as a full member of the ODG in strategy and program reviews. Provides technical justifications for new activities and for changes to ongoing activities and programs in a manner that covers economic, political, cultural and social factors; assistance objectives and methodology; and needed inputs and expected results. Serves as ODG representative, as required, on Mission teams overseeing other assistance objectives or cross-cutting issues, which interact with democracy programs. As requested confers with other technical offices and provides substantive input on democracy and governance issues. The incumbent also assists the Office Director and Deputy Directors in reviewing ODG activities for compliance with U.S. laws, USAID regulations and policies and bilateral international agreements between the U.S. Government and host country government.

C. The incumbent supports the Office Director, Deputy Directors and respective Team Lead in the management and monitoring of the overall ODG portfolio. The incumbent will also ensure coordination with other relevant projects in the DG Office and with other technical teams executing projects with components that serve to strengthen good governance principles and practices in the areas of rule of law, civic participation, and equal rights/gender equality. The incumbent also assists the ODG leadership to ensure that Mission democracy and governance activities complement initiatives sponsored by other U.S. Government agencies. In addition, s/he ensures that design and implementation of all USAID democracy and governance activities are coordinated with international organizations and donors active in these areas, as well as with applicable host nation institutions across all branches of government.

#### **QUALIFICATIONS REQUIRED:**

**Education:** A four years Bachelor's Degree in political science, international relations, law, public policy, international development, communications, social sciences, or other relevant field of study is required.

**Experience:** Must have at least five years of experience in relevant areas that demonstrate knowledge about the local conditions, capacities and challenges of Afghanistan, and/or experience that demonstrates increasing responsibility for managing, analyzing, coordinating, and guiding significant research, analytical, or project management efforts. Out of the total five years of experience at least one year work experience with an international firm or donor agency operating in Afghanistan is highly desirable.

**Language:** Level IV (Fluent) speaking/reading of English language and Level IV (Fluent) speaking/reading of Dari or Pashto are required.

**Knowledge, Abilities and Skills:** A thorough knowledge and understanding of sub-national governance, civil society and the legal sector (with emphasis on Sharia law) in Afghanistan is necessary. Contacts with appropriate governmental officials and legal professionals/scholars are essential. These contacts must be complemented by a thorough understanding of: 1) the country's economic, political, and cultural characteristics, and 2) the social problems, resources, and development prospects/priorities for Afghanistan. Must have good knowledge, or the potential to acquire such knowledge, of USG legislation relating to development assistance, USAID programming policies, regulations, procedures and documentation; and of the objectives, methodology, and status of the program and projects to which assigned.

The incumbent must have the ability to: obtain, analyze and evaluate a variety of data and to organize/present it in concise written and oral form; independently plan, develop, manage and evaluate important and complex programs and projects; and furnish information and advice in assigned areas with detachment and objectivity. Must be able to independently establish and maintain contacts with senior-level Ministerial officials of the Afghan government and with important persons in the non-governmental arena in order to explain and defend USAID project and program policies, objectives and procedures and to transmit and interpret host country government and non-governmental sector attitudes and concerns to senior USAID officials.

#### **HOW TO APPLY**

Applicants are requested to submit a complete application package which must include all required documents to [afpakjobs@usaid.gov](mailto:afpakjobs@usaid.gov) and [AfUSAIDJobs@state.gov](mailto:AfUSAIDJobs@state.gov) with a **Subject line: (Project Management Specialist (Democracy & Governance) (ODG1434))**.

**ANY/ALL application submissions after the closing date of January 20, 2014 will NOT be considered.**

#### **REQUIRED DOCUMENTS:**

1. **Cover memo/email outlining your qualifications and experience against the selection criteria.**
2. **Application for Employment as a Locally Employed Staff (DS-174)**  
[http://kabul.usembassy.gov/job\\_opportunities2.html](http://kabul.usembassy.gov/job_opportunities2.html)  
<http://www.state.gov/documents/organization/136408.pdf> and/or
3. **A current resume or curriculum vitae that provides the same information found on the DS-174;**
4. **Copies of degree or diploma earned that addresses the education qualification requirement of the position as listed above.**

**(We understand that not all applicants are able to download the application from the internet. Please state this in your cover memo/email if this is the case. For candidates who are short listed, a DS 174 will be required in order to advance in the process.**

#### **Note:**

- Ø **Only Short-listed candidates will be notified.**
- Ø **This vacancy is only open to Afghan Nationals.**
- Ø **Applications with insufficient information to make a determination will not be considered.**
- Ø **No in-person appointments or telephone calls will be entertained.**
- Ø **Female Candidates are encouraged to apply.**

**USAID IS AN EQUAL OPPORTUNITY EMPLOYER  
ALL ETHNIC GROUPS AND BOTH GENDERS ARE URGED TO APPLY**